

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]

DATE: [Date]

TO:

[Customer Name]
[Customer Address]
[City, State, Zip Code]

RE: PAST DUE NOTICE AND DISCONNECTION WARNING

Dear [Customer Name],

Our records indicate that your account is currently past due. Despite previous reminders, we have not yet received payment for your outstanding balance.

Account Summary:

Account Number: [Account Number]

Total Past Due Amount: \$[Amount]

Late Fee Applied: \$[Fee Amount]

Total Amount Due: \$[Total Amount]

Please be advised that a late fee has been assessed to your account in accordance with our terms of service. If payment is not received in full by **[Deadline Date]**, your services will be disconnected.

To avoid service interruption and additional reconnection fees, please make a payment immediately using one of the following methods:

- Online: [Website URL]
- Phone: [Phone Number]
- In Person: [Office Address]

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship and need to discuss a payment plan, please contact our billing department immediately at [Phone Number].

Sincerely,

[Sender Name/Department]
[Company Name]